



Trinity Academy

Site Manager

Job description

Job title	Site Manager
Location	Trinity Academy
Salary	SCP 34 - 38 Before Sept '25 uplift FTE £38,963 - £42,647
Role Summary	To embrace the values of Trinity Academy ensuring that every child achieves their absolute best by overseeing the management and maintenance of the facilities to ensure a safe, effective and high quality learning environment.
Working pattern	37.5 hours per week
Responsibilities	<p>You will be joining an Operations outstanding team. You will be responsible for the security, functioning, legal compliance and general appearance of the school buildings. You will be based on the school site, supervising 2 to 3 caretakers. You will plan and prioritise your own workload and be able to provide adequate cover for out of hours lets, school holidays, out of school hours and emergency call out where required. All our professional service staff undertake school duties and are encouraged to contribute to the school's unique co-curricular provision. As such this role is seen as an integral part of the school's staffing body.</p> <p>Security</p> <ul style="list-style-type: none"> • Ensure the security of Trinity Academy's buildings and grounds, and the safe and efficient operation of all Trinity Academy site facilities, including safeguarding students, staff, visitors and contractors as a priority at all times. • Development of procedures to secure Trinity Academy assets, including access control measures, keys and CCTV. • Act as one of the key-holders for the sites, providing out of hours attendance in the event of alarm call or other emergency.



- Liaise with external bodies e.g. Bristol City Council to ensure safe and effective operation of the site

Facilities Management

- Maintain and present Trinity Academy as a high quality and safe environment for the education of young people.
- Communicate effectively with all stakeholders to ensure Trinity Academy maintains and develops its high standing in the community and beyond.
- Ensure all maintenance requirements for the building are fully understood and implemented.
- Oversee the contract management for all building maintenance providers ensuring contracts are completed fully.
- Oversee an annual costed maintenance plan and ensure training is in place for other staff members as required. This will include accurate and compliant records of planned and actual maintenance activities and reporting thereon including medium and long term planning of projects to maintain high standards of facilities.
- Review maintenance requests raised by staff, ensuring remedial action is undertaken within a prompt and non-disruptive time frame bringing in external contractors where required.
- Manage a budget pertinent to site maintenance and operation. Purchase supplies to support site management and ensure value for money obligations.
- Oversee the cleaning operation of the school on a daily and longer term basis.
- Oversee the grounds maintenance contractors on a daily and longer term basis.
- Advise the AHT: Operations & Communications/Headteacher of faults to the buildings and timescales for remedial action.
- Manage and oversee the asset management process for fixtures and fittings, ensuring continued development of sites and facilities.
- Maintain suitable records of layouts and organisation of the school estate and an inventory of general use assets, fixtures and fittings.

Health and Safety

- Ensure all statutory and health and safety obligations and compliance are met as required; maintain records of health and safety monitoring.
- Investigate and report accidents in line with procedures, and oversee appropriate action to prevent recurrence. Review reported accidents regularly with a view to identifying any potentially unsafe practices.



- Manage the installation and maintenance of equipment for protection against and escape from fire.
- Provide health & safety training and instruction to staff, and carry out health and safety audits in conjunction with other staff or outside bodies, including preparation of reports to be sent to governors and Trustees as required.
- Carry out risk assessment processes relevant to each school, including fire, disaster recovery planning and COSHH.
- Monitor all risk assessments ensuring they are fit for purpose and reporting on any errors or omissions.
- Monitor any potential for asbestos entering the building and ensure compliance with the principles surrounding the safe management of asbestos.
- Ensure compliance with legislation relevant to the safe operation of the sites (e.g. periodic fixed wire testing etc.) and maintain records of health and safety monitoring.

Energy Management

- Monitor the level of energy consumption across the Trinity Academy site, consider ways to reduce consumption and ensure that the school uses energy as efficiently as possible.
- Initiate energy saving initiatives wherever practicable across the school estate.
- Work with the SLT to ensure the school delivers on its BREEAM (Very Good) requirements.

General Operations

- Present facilities for events by managing and coordinating requests from staff for facilities support (e.g. setting up for assemblies, parents' evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events.
- Support the AH: Operations and Communications / Headteacher to facilitate lettings, ensuring access to the site for external usage and appropriate systems and policies are in place for lettings to take place.
- Developing working patterns and rosters which make most effective use of site staff and meet the school's needs including lettings.
- Act as a proactive line manager of all caretakers, providing meaningful line management meetings and support, guidance and performance development review.
- Oversee the recruitment, induction, training and performance management of caretaking and grounds staff.



	<ul style="list-style-type: none"> • Work closely and build strong relationships with the site staff and business manager at Stoke Park Primary School as well as with Trinity staff and the wider community. • Support high quality displays around the site. • Arrange suitable maintenance of minibuses in line with statutory and contractual obligations and monitor their proper use, ensuring record keeping is in place, training is provided and policies are adhered to. • Ensure the site remains open as far as is practicable particularly in times of inclement weather, by coordinating snow and ice clearing operations. • Manage the provision and organisation of car parking on and around the site, to ensure ease of access and egress at the site for all users and the safe operation of the site. • Responsibility for safeguarding and promoting welfare of children. • Other duties which may arise from the use of Trinity Academy's facilities. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Assistant Head: Operations and Communications
Safeguarding	<i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i>



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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Exceptional facilities management qualities
- A dynamic leader and a teamplayer
- Forward thinking, proactive and adaptable
- Well-organised with a sound work ethic
- Have a critical eye for detail
- Excellent written and verbal communication skills
- Ability to develop good working relationships quickly, with a wide range of people
- Ability to manage a varied and complex workload and be able to problem solve with initiative
- Take pride in your role and the premises
- Good level of physical fitness for a job with physical demands
- Intermediate computer skills
- Integrity
- Sense of humour
- Ability to work well under pressure
- 'Can do attitude' willing to engage in the whole of the Academy's life.

You are likely to have:

- Ability to monitor a budget efficiently and cost effectively
- Ability to handle information securely and confidentially

- Genuine care for all students, especially the disadvantaged and vulnerable.

You may have:

- Evidence of innovative and effective people management
- A clear vision on how to develop and implement a 5 year property management strategy

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- A sound knowledge of health and safety legislation
- Extensive technical knowledge of building services

You are likely to have:

- NVQ 4 Building Maintenance & Estate Service, Facilities Management or equivalent qualification, or experience in a relevant discipline
- IOSH H&S management

You may have:

- NEBOSH in property management or equivalent

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Excellent project management experience

You are likely to have:

- Proven team leadership experience

You may have:

- Worked in an educational setting

Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.



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As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.